

8 October 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 81-53

SUBJECT: 1954 COMMUNITY CHEST DRIVE

1. During the next few weeks each of you will be approached by a fellow-worker who is acting as a key man or key woman for the Personnel Office in soliciting your contribution to the current Community Chest Campaign. Last year 87% of the members of the Personnel Office contributed to the Community Chest and the average contribution by Personnel Office members was over \$4.00. The Personnel Office placed fourth among Agency offices last year in percentage of participation and tenth in the amount or size of the average contribution. I sincerely hope that everyone in the Personnel Office will be willing and able to contribute this year. Let's all try to give just a little more than we did last year. Each of you will receive a pamphlet which contains a schedule for "fair share" giving.

2. Remember that your contribution will aid over 100 Red Feather agencies which provide 16 different types of basic community services. These organizations are badly in need of financial aid in order to carry out their work program for the coming year. A few of the better known organizations are: The Salvation Army, USO, Boy Scouts, Girl Scouts, YMCA, and YWCA. There are other organizations that are not as well known but are contributing greatly to the betterment of the community such as: Legal Aid Bureau, Mental Hygiene Clinic, Travellers Aid Society, Visiting Nurse Service, Social Service League and the Children's Convalescent Home. These are but a few of the organizations that are serving the community to the best of their capabilities. They cannot do it alone! They need our assistance!

3. Contributions may be made at any time during the campaign, or if you so desire, pledges may be signed and payments made at some future date(s) within the next 12 months. If your contribution is made through a pledge, the installment payments should be sent to the Services Branch of the Employee Services Division, Attn: Curie Hall, Ring 1-E. For security reasons, pledge payments are not to be forwarded directly to the Community Chest Federation. A specific agency of the Community Chest Federation may be designated as the recipient of your contribution if you so desire. For security reasons, the only identifying information to be placed on the pledge card is the name of the individual pledging a contribution and the office designation--Personnel.

4. The Community Chest Federation requests that personnel make their donation at their place of employment. Outside solicitors will be making a door-to-door canvass as this is the only means available to reach those people who are retired salesmen, who work out of their own homes, etc. Door-to-door solicitors are not expected to obtain donations from those persons who will be contributing at their place of employment.

*Received
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GEORGE E. MELOON